

**BYLAWS
of
THE FORT McMURRAY RINGETTE
ASSOCIATION**



Fort McMurray Ringette Association

AS UPDATED AT FORT McMURRAY, ALBERTA ON JUNE 2006

Bylaws

Sections of the Bylaws are:

Membership

Board of Directors

Management

Executive Positions

Audit

Meeting of Members (AGM)

Voting

Directors Meetings

Vacancy on Board of Directors

Remuneration

Borrowing Powers

Corporate Seal & Signing Authority

Bylaw Amendments

Membership

1. Membership fees shall be determined by the Board of Directors of the Society from year to year. Any parent or lawful guardian of a child (under the age of 18 years) who has been registered with the Association as a player and whose registration fees have been paid in full together with any person 18 years of age or older who has registered to participate as a player with the Association and whose registration fee has been paid in full, is eligible to become a member of the Association. Those persons who are eligible to become members of the Association shall be considered members of the Association upon the payment in full of the registration fee payable to the Association for the enrollment of their child or ward, as the case may be, for participation in the activities of the Association provided that in no event shall there be more than 2 parents or guardians per child who are eligible to become members.
2. In addition, any person participating as a coach, manager or volunteer in any capacity shall be eligible for membership and admitted to membership upon vote of the majority of the Board of Directors.
3. Any member wishing to withdraw from membership may do so upon giving notice in writing to the Board through it's Secretary.
4. The Board may establish membership fees from year to year and the payment of such membership fees shall be a condition precedent to becoming a member of the Association.
5. Any member upon two thirds (2/3) vote of the Board of Directors may be expelled from the membership for any cause the Association may deem reasonable.

Board of Directors

6. The Board of Directors shall consist of not fewer than 7 and not more than 15 directors in total. The members shall establish the number of directors who shall be elected on a year to year basis at the annual meeting of the members.
7. From the directors, the following officers shall be elected or appointed as provided by these bylaws and provided that one director may hold more than one office:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Past President

- f. Registrar
 - g. Tournament Coordinator
 - h. Ice Allocator
 - i. Technical Director
 - j. Public Relations Coordinator
 - k. Bingo Fund Raising Coordinator
 - l. Referee In Chief
 - m. Equipment Manager
8. The Board of Directors shall mean the Board of Directors of the Association. The initial subscribers to the Bylaws and Application shall constitute the first Board of Directors of the Association.
 9. No person shall be eligible to hold a position as a director or officer of the Association unless such person is a member of the Association.

Management

10. The Board shall, subject to the Bylaws and directions given by a majority vote on all meetings properly called and constituted, have full control and management of the business and affairs of the Association and meetings of the Board shall be held as often as the business of the Association shall require and in any event, at least one meeting every 3 months shall be called by the President.
11. The Board shall oversee the operation of ringette activities in and about Fort McMurray in the Regional Municipality of Wood Buffalo.
12. The President, Vice-President, Secretary, Treasurer and other Directors shall be elected by the general membership together with such additional directors as the general membership shall determine provided there shall be a minimum of 7 and a maximum of 15 directors in total elected. All remaining executive positions shall be filled by appointment by the Board of Directors from among the elected members.
13. The election of directors (including President, Vice-President, Secretary and Treasurer) shall take place at the annual meeting of the Association

Executive Positions

14. All positions are elected for a position of one year.
15. President
 - A. The President shall:
 - i. Be ex-officio, a member of all committees;
 - ii. Preside at all meetings of the Association and the Executive. In the President's absence the Vice-President shall preside, or in the absence of both, a member of the Executive appointed by the President shall preside;
 - iii. Attend all Zone 7 meetings and report back the Fort McMurray Ringette Association;
 - iv. Be a member of the Association for at least one year prior to election to office;
 - v. Call all General and Executive meetings;
 - vi. Attend and ensure representation is sent to Ringette Alberta's General Meetings.
16. Vice-President
 - A. In the absence of the President or in the event of his/her inability to act, the Vice-President shall exercise all powers of the President and shall at all times be an ex-officio voting member of all committees.
 - B. Shall oversee and organize the annual summer ringette school in conjunction with Registrar.
 - C. Shall act as a resource person for team managers and follow up on the manager's certification programs.
17. Secretary:
 - A. The Secretary shall:

- i. Attend all meetings of the Association and keep accurate minutes of each;
 - ii. Arrange for a replacement in his/her absence;
 - iii. Have charge of all correspondence of the Association and its committees and the corporate seal;
 - iv. Pick-up Association mail and distribute accordingly at least once a week;
 - v. Record attendance at all meetings;
 - vi. Be responsible for the distribution of minutes of all Association meetings to all Directors;
 - vii. Read the minutes of the last Board meeting at the General Meeting;
 - viii. Form a nominating committee early in January for upcoming Executive positions;
 - ix. Prepare and distribute a newsletter for parents, guardians and other members.
- B. A list of the Association's Board of Directors, including names and addresses shall be sent to the Fort McMurray Parks and Recreation Department and Ringette Alberta for their information.

18. Treasurer

- A. The Treasurer shall:
- i. Receive all monies paid to the Association and shall be responsible for its deposit in whatever bank the Board may direct;
 - ii. Properly account for the funds of the Association and keep such books as may be required;
 - iii. Present a full detailed accounting of receipts and disbursements to the Executive when required;
 - iv. Prepare for submission to the members at all General meetings a financial statement of the Association;
 - v. With the assistance of the Executive be responsible for the preparation of a proposed budget for the up coming year;
 - vi. Ensure proper reports are filed with the Alberta Gaming Commission;

19. Past President

- A. The Past President shall:
- i. Act as a resource person for the Executive;
 - ii. Serve on the nominating committee.

20. Registrar

- A. The Registrar shall:
- i. Be responsible for all registrations for the Association including player registration for camps;
 - ii. Supervise all Association team entries in Zone 7;
 - iii. Ensure the registration of athletes and coaches with Ringette Alberta;
 - iv. Maintain an updated list of team players and coaches;
 - v. Provide Directors with a player's list within a week of registration closing;
 - vi. Provide a detailed listing of players, including addresses, telephone numbers and parents/guardians names to Directors within two weeks of registration closing.

21. Ice Allocator

- A. The Ice Allocator shall:
- i. Ensure a fair distribution of allotted ice time among all teams involved;
 - ii. Meet with Parks and Recreation and negotiate time slots and quantity of ice allotment;
 - iii. Liaison with other ice users to facilitate the proper use and distribution of all ice;
 - iv. Coordinate a schedule of practice and game times for distribution to each coach and player;
 - v. Book ice time for the annual Ringette Clinic, tournaments and other special events.
 - vi. Coordinate utilization or cancel unused ice.

22. Sponsorship Coordinator

- A. The Sponsorship Coordinator shall:
- i. Provide Treasurer with a detailed record of all monies raised;

- ii. Canvas for monetary support for the sport of Ringette as required;
 - iii. Solicit sponsors for each team;
 - iv. Raise money through raffles, tournament souvenirs and other means in aid of deferring the cost of Ringette as required;
 - v. Be responsible for the proper collection and accounting of funds raised;
 - vi. Provide Treasurer with a detailed record of all monies raised;
23. Casino Coordinator
- A. The Casino Coordinator shall:
 - i. Be responsible for the proper collection and accounting of funds raised;
 - ii. Be responsible for organizing casino volunteers for all casino dates;
 - iii. Attend casino association meetings.
24. Bingo Coordinator
- A. The Bingo Fundraising Coordinator shall:
 - i. Be responsible for the proper collection and accounting of funds raised;
 - ii. Provide Treasurer with a detailed record of all monies raised;
 - iii. Be responsible for organizing bingo volunteers for all bingo dates;
 - iv. Attend bingo association meetings.
25. Tournament Coordinator
- A. The Tournament Coordinator shall:
 - i. Be in contact with other Ringette organizations within Ringette Alberta and gather information regarding tournament dates and fees;
 - ii. Make the above information available to all coaches;
 - iii. Ensure the local tournament dates are booked and made known throughout Ringette Alberta;
 - iv. Form a committee from the members of the Association to deal with all matters relating to our own tournament operation including locally hosted Provincial Tournaments;
 - v. Work in conjunction with the ice allocator in arranging specific ice time slots for tournaments;
 - vi. Ensure all tournaments are sanctioned by Ringette Alberta.
26. Public Relations Coordinator
- A. The Public Relations Coordinator shall:
 - i. Coordinate advertising for registration and tournaments;
 - ii. Be responsible for all news media publicity pertaining to ringette activity;
 - iii. Be responsible for ensuring all Ringette information pertaining to the Fort McMurray Ringette Association is featured in the Ringette Alberta flyer;
 - iv. Coordinate the year end banquet and awards night;
 - v. Arrange all activities that promote Ringette in Fort McMurray;
 - vi. Arranges photos for team pictures.
27. Referee-In-Chief
- A. The Referee-In-Chief shall:
 - i. Select and assign referees to all Ringette games and tournaments;
 - ii. Supervise all referees and exercises control over their activities;
 - iii. Recommend course of training and/or conducts such training for referees to ensure there is a sufficient number of qualified persons to act as referees;
 - iv. Approve all payment of referees;
 - v. Ensure all new regulations and changes are brought to the coaches and referees attention;
 - vi. Send game results to the Public Relations Committee;
 - vii. Maintain statistics for the league.
28. Equipment Manager
- A. The Equipment Manager shall:
 - i. Keep an inventory of team equipment and condition and make repairs or replacement to same as required;
 - ii. Assemble all equipment at the end of the season and ensure its safe keeping until next season;

- iii. Monitor the transfer of equipment from coach to coach;
 - iv. Purchase insurance to cover the cost of equipment in the event of fire, theft or loss;
 - v. Attend coaches meetings when requested;
 - vi. Supply technical data to advise coaches and parents of protective equipment.
29. Technical Director
- A. The Technical Director shall:
 - i. Assist coaches on technical matters as requested;
 - ii. Recommend to the Executive required training for the Technical Director;
 - iii. Supervise the selection of teams in the grading procedure;
 - iv. Supervise a meeting among the coaches in preparation for a Ringette clinic;
 - v. Meet with the coaches at least twice during the Ringette season;
 - vi. Ensure safe and healthy practices are being conducted;
30. Player And Development Coordinator
- A. The Player And Development Coordinator shall:
 - i. Establish a set of standard in relation to the skills of the athlete in accordance with age and experience;
 - ii. Recommend required training of coaches by researching available clinics and costs;
 - iii. Maintain a record of coaches certification qualifications.

Audit

- 31. The books, accounts and record of the Association shall be audited once a year by any two members or directors as appointed at the annual meeting of the members of the Association provided that in the event the members fail to appoint auditors for any year the President and Secretary of the Association shall undertake the audit of the books and records of the Association.
- 32. The books and records of the Association may be inspected by any member of the Association at the Annual General Meeting provided for herein, or at any time upon giving reasonable notice to the Treasurer and arranging a time satisfactory to the Treasurer for the inspection.
- 33. Each member of the Board shall, at all reasonable times, have access to such books and records and the Treasurer shall produce such books and records to a board member within 48 hours of requesting same.

Meeting of Members

- 30. The Annual Meeting of the Association shall be held on or before the 1st day of June of each year.
- 31. At the Annual General Meeting, the members shall:
 - a. Determine the number of directors in total who shall hold office for the upcoming year provided there shall not be less than 7 directors and not more than 15 directors.
 - b. Elect the directors and among such directors, the President, Vice-President, Secretary and Treasurer together with such other officers as the members shall resolve. Any officer not elected by the membership shall be appointed by the Board of Directors.
 - c. Shall review the Association's unaudited financial statement for the fiscal year end.
 - d. Appoint auditors as outlined in #27 of these bylaws.
 - e. Shall undertake and deal with such other business for which notice has been given to the members prior to the Meeting or for which the members unanimously consent to undertake at the Annual Meeting.
- 32. The members shall hold an additional meeting prior to December 31st of each year to be set by the Board of Directors at which time the following business shall be conducted:
 - a. Shall review the Association's financial statement and report of auditors for the preceding fiscal year.
 - b. Shall undertake and deal with such business for which notice has been given to members prior to the Meeting or for which the members unanimously consent to undertake at this Meeting.

33. A Special meeting of the members shall be called by the President or Secretary upon receipt by either of them or a petition signed by one third (1/3) of the members in good standing setting forth the reasons for calling such meeting and such a Special meeting may be called in the same manner and on the same notice as a regular meeting of the Association.
34. Ten members in good standing shall constitute a quorum at any Annual General Meeting of the Association or any other General or Special Meeting of the Association.
35. In the event a quorum of members fails to attend any Annual General Meeting, General or Special Meeting of the members within 30 minutes from the date and time that the meeting has been convened, those present shall be entitled to adjourn the meeting to a date not earlier than 7 days following the adjourned meeting and shall notify all remaining members by telephone, fax communication, e-mail, letter or newspaper publication of the adjournment and the date and time of the rescheduled meeting. Such notice shall be a minimum of 2 clear days prior to the rescheduled meeting. Those members attending the newly scheduled meeting shall be deemed a quorum even if less than 10 members so attend.
36. Meetings of members of the Association apart from the Annual Meeting may also be called at any time by the Secretary upon instruction of the President or upon request of not less than three members of the Board by giving to all members notice in writing to the last known address of the members, mailed not less than 7 days previous to the date of such meeting or, in the alternative, by publishing one notice in newspaper having circulation within Fort McMurray, in the Regional Municipality of Wood Buffalo, in the Province of Alberta, a minimum of seven days prior to the meeting date.

Voting

37. Any member who has not withdrawn from membership nor been suspended or expelled herein, shall have the right to vote at a meeting of the members of the Association. Such votes must be made in person and proxies will not be recognized. The votes shall be taken by show of hands unless any member requests a secret ballot, in which case a secret ballot shall be conducted.

Directors Meetings

38. All meetings of the Board of Directors shall be called:
 - a. Either at the instance of the President or the Secretary;
 - b. By the President upon receiving a written request of at least three directors.
39. No subject shall be discussed or considered at a Directors Meeting except those items of business which are specified in the written notice provided to each of the directors unless the directors unanimously consent otherwise.
40. The President or Secretary shall give to the directors not less than three days written notice of the time and place of a Directors Meeting as well as the business to be conducted provided that such notice may be forwarded by ordinary mail to the directors at their last known address and the directors shall be deemed to have received such notice within three days of mailing at a post office located in Fort McMurray, Alberta. In the alternative, the notice to a Directors Meeting may be served by fax communication, e-mail or telephone to the last known contact number or address.
41. A majority of the directors shall constitute a quorum for any meeting of the directors.
42. All directors, including the President shall be entitled to cast one vote.
43. Voting shall be by show of hands unless requested by any director to be held by secret ballot in which case, voting shall take place by secret ballot.
44. Directors Meetings may be held at such place as the directors may from time to time determine. In the absence of a specific directive from the directors, the President or Secretary shall determine the location of any directors meeting.
45. In the event a quorum of directors fail to attend any meeting within 30 minutes from the date and time the meeting has convened, those present shall be entitled to adjourn the meeting to a date not earlier than 48 hours following the adjourned meeting and shall notify all remaining directors by telephone, e-mail or fax communication of the adjournment and the date and time of the

- rescheduled meeting. Those directors attending the newly scheduled meeting shall be deemed a quorum even if less than the majority of the directors so attend.
46. Notice of any meeting or any irregularity in the meeting or notice thereof may be waived by any director.

Vacancy on Board of Directors

47. Vacancies on the Board of Directors, however caused, may so long as a quorum or directors remains in office, be filled by the directors from among the qualified members of the Association, if they shall see fit to do so, otherwise such vacancies shall be filled at the next Annual General Meeting of the members of the Association, at which time the directors for the ensuing year are elected. If there is not a quorum of directors as a result of the existence of the vacancy, the remaining directors shall forthwith call a Special Meeting of the members to fill the vacancy or vacancies.

Remuneration

48. Unless authorized at any meeting of the members by majority vote, after notice of the same has been given to all members, no officer or member of the Association shall receive any remuneration for services.
49. Notwithstanding anything herein contained, all members of the Board shall be entitled to reimbursement of expenses incurred in the course of performing any function on behalf of the Association where the performance of such function was authorized by the Board prior to such Board member undertaking the same.
50. All expense accounts of the Board members shall be submitted for payment at the meeting of the directors following the incurring of the expense and all requests for reimbursements shall be accompanied by a written explanation pertaining to the expense incurred.

Borrowing Powers

50. For the purpose of carrying out its objects, the Association may borrow, raise or secure the payment of money in such manner as it thinks fit, and in particular, by the issue of debenture, this power shall be exercised only under the authority of a Special Resolution of the members of the Association.

Corporate Seal & Signing Authority

52. Any three of the President, Vice-President, Secretary, Treasurer, and Bingo Coordinator shall have signing authority on behalf of the Association and the authority to affix the corporate seal to any contract, certificate or declaration of the Association. The secretary of the Association shall be responsible for keeping the corporate seal.

Bylaw Amendments

53. These Bylaws may be rescinded, altered or added to by a Special Resolution passed by a majority of not less than three quarters (3/4) of such members entitled to vote as are present in person at a meeting of the members of which not less than 21 days written notice is given which notice specified one or more members intention to propose a Special Resolution of the Society which notice must also outline the proposed alterations or amendments to the Bylaws.
54. The above mentioned notice shall be deemed to have been received by all members if published in a newspaper having regular circulation within Fort McMurray, in the Regional Municipality of Wood Buffalo, if such publication of the notice takes place a minimum of 21 days prior to the date set for the holding of such meeting.

These are the Bylaws as Registered with the Province of Alberta

Objectives

The objectives of the Society are:

- a. to promote physical, mental and emotional development and fitness in a worthwhile sport;
- b. to promote and encourage good will and sportsman like conduct amongst players, coaches and teams;
- c. to provide the opportunity for youth in the area to play the game of ringette;
- d. to ensure ringette players have opportunity to develop their potential through active participation at recreational and competitive levels;
- e. to encourage a positive atmosphere for those who participate as spectators, coaches, referees and officials;
- f. to provide adults with opportunities to help young people develop by taking leadership roles as coaches, referees, officials, volunteers and sponsors;
- g. to organize, supervise and direct the development of teams and leagues and to govern accordingly to the bylaws of the Association;
- h. to promote and improve ringette in Fort McMurray and to participate when desirable in local, provincial and national ringette activities;
- i. to provide equipment, uniforms and facilities in an organized framework to facilitate involvement in the sport of ringette.